



HOW TO BUY GREEN OFFICE PRODUCTS THROUGH eBUY

- 1) Access the Laboratory's eBuy program.
- 2) Select ***Pacific Office Solutions/Staples*** (our supplier for office products).

Welcome to Berkeley Lab eBuy

Use eBuy to directly order items from a merchant's catalog. Click on the Merchant below that has what you want, then shop for items on their web site.

For ordering assistance, please contact the Procurement Customer Service Help Desk, x6400.

- [Ordering Instructions](#) has online help for creating eBuy Requisitions.
- [Quick Reference for eBuy Requisitions](#) can be printed and followed as you order.
- [Merchant Information](#) shows how to navigate the merchant's website.
- Also check the [DOE-GSA excess property](#) and [Berkeley Lab excess property](#) sites.

Logo	Merchant	Description
	Alliance Gas Products	Gases and gas-related supplies. Connection to Praxair website.
	Anacapa Micro Products	Computers, peripherals, software, electronic equipment and supplies. Connection to Dell website.
	Government Scientific Source	Photonic sciences equipment and supplies, industrial tools and supplies, and safety products and supplies. Connections to Thorlabs and MSC Industrial Supply websites.
	Government Scientific Source	Scientific laboratory supplies, equipment, safety products, chemicals, reagents, primers, oligos. Connections to VWR, Sigma Aldrich, Bio-Rad, Millipore, Invitrogen, Qiagen, IDT and Eurofins MWG Operon websites
	MDC Vacuum Products	High vacuum products
	Nor-Cal Products	Nor-Cal site - high vacuum products
	Pacific Office Solutions	Electronic components, parts, equipment and supplies. Connection to Newark Electronics website.
	Pacific Office Solutions	Office products including Allsteel furniture. Connection to Staples website.
	Progressive (Airgas)	Progressive Inc. (supplier for AirGas)
	S and S Supplies & Solutions	Industrial tools and supplies
	Swagelok Northern California	Fluid system components
	USfalcon	Computers (including Apple), peripherals, software, electronic equipment and supplies. Connection to CDW-G website.

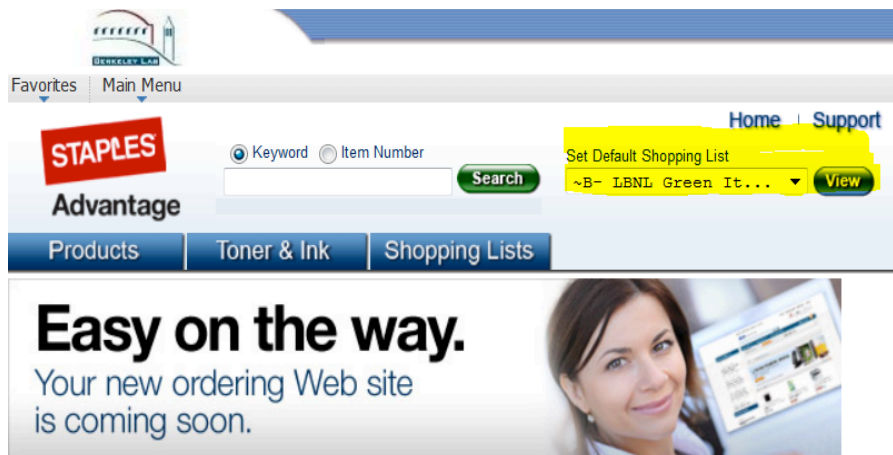


PROCUREMENT & PROPERTY

Office of the Chief Financial Officer

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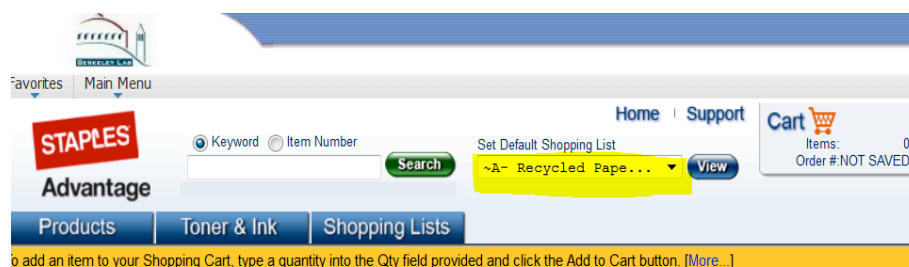
3) Set *Default Shopping List* with *LBNL Green It*. Then click *View*.



In the coming weeks, pos.ediversitynetwork.com will replace EWay.com™ as your ordering Web site. Pacific Office Solutions and Staples Advantage are working together to power your new ordering site. You'll benefit from enhanced product displays, easier search and navigation and other features designed to help save you time and money.

Look for further communications in the coming weeks with your new login details and Customer Service contact information.

4) For green paper, scroll down the right-side field *LBNL Green It*:






Shopping List Name: **A- Recycled Paper**

Shopping List Note:

hide Images

Sort by: Group Name, A - Z ▼

Description / Category:		Group Name:	Manufacturer / Item No.:
	30% Recycled Copy Paper, LETTER-size, 500 Sheets/Rm Category: Office Papers	Office Papers	Staples - STP492071  
	30% Recycled Copy Paper, LEGAL-size, 500 Sheets/Rm Category: Office Papers	Office Papers	Staples - STP580525  



HOW TO BUY GREEN OFFICE PRODUCTS THROUGH eBUY





5) For remanufactured toner cartridges, scroll down:

STAPLES **Advantage** ☒ Keyword ☐ Item Number [Home](#) | [Support](#) [Set Default Shopping List](#) [~D-Toner Cartridg...](#)

[Products](#) | [Toner & Ink](#) | [Shopping Lists](#)

To add an item to your Shopping Cart, type a quantity into the Qty field provided and click the Add to Cart button. [\[More..\]](#)

Shopping List Name: D-Toner Cartridges
Shopping List Note:
[Hide Images](#)

Description / Category:		Group Na
	Fax Cartridge, PC-201, Black Category: Fax Supplies	Fax Supp
	Toner Cartridge, TN-250, Black Category: Fax Supplies	Fax Supp
	Toner Cartridge, TN-430, Black Category: Fax Supplies	Fax Supp
	Toner Cartridge, TN-460, High Yield, Black Category: Fax Supplies	Fax Supp